



U. S. SMALL BUSINESS ADMINISTRATION  
WEST VIRGINIA DISTRICT OFFICE  
320 WEST PIKE STREET, SUITE 330  
CLARKSBURG, WV 26301  
304-623-5631 or 1-800-767-8052 #8 • 304-623-0023 (FAX) • 304-623-5616 (TDD)  
Web Site: [www.sba.gov/wv](http://www.sba.gov/wv)

Dear Friend of Small Business:

Each year, the U.S. Small Business Administration recognizes successful small business owners and champions at its Small Business Week activities throughout the country. The SBA's West Virginia District Office is now seeking nominations of outstanding West Virginia small business owners. We encourage you to sponsor individuals and businesses for one of our prestigious awards.

This package contains our Small Business Week nomination form and Guidelines for you to use in your nomination package. Also included are links to SBA Form 912 and Form 2137 that are required for each nominee. **The nomination submission deadline is Friday, December 3, 2004.**

Once we have received our nominations, a panel comprised of small business owners, advocates, members of academia, media, and directors of economic development organizations will select district winners. West Virginia award winners will then be forwarded to our regional office for competition.

Locally, our awardees will be presented during the **2005 Small Business Awards Banquet** scheduled to be held in May or June in Charleston. The banquet will be part of the West Virginia Conference on Entrepreneurship being held at the Charleston Marriott. The Conference is designed to assist small businesses cultivate, nurture and grow in West Virginia.

The West Virginia Small Business Week awards program has been extremely successful in producing regional and national winners. This recognition is a direct reflection on the quality of nominations that we've received over the years. We at the district office are deeply appreciative of your willingness to nominate high quality candidates and want to continue that tradition for 2005.

With the submission of your nomination, you will recognize the achievements of successful West Virginia entrepreneurs and champions. Please consider sponsoring a candidate for our 2005 Small Business Awards competition.

If you have any questions about the awards program, please contact Rick Haney at (304) 623-5631 ext. 230 or via email at [Richard.haney@sba.gov](mailto:Richard.haney@sba.gov).

Sincerely,

Judy K. McCauley  
District Director  
(304) 623-5631 x223

Enclosures

## 2005 SBA SMALL BUSINESS AWARD NOMINATION FORM

Help us recognize outstanding leaders in the small business community.

These four awards are presented to individuals who own and operate their own business.

- ☐ **Small Business Person\*:** The most prestigious of all SBA awards. This award will be presented to an entrepreneur for developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions. (\*Financial criteria required)
- ☐ **Small Business Exporter\*:** Awarded to a small business owner who has significantly increased export sales and profits, encouraging other firms to export, increased jobs through exporting, and innovative methods of creating markets. (\*Financial criteria required)
- ☐ **SBA Young Entrepreneur\*:** Candidate must not have reached the age of 30 by June 1, 2005 to be eligible. Evidence of three (3) year success in sales, profits, increased jobs, innovative products, demonstrated entrepreneurial potential. (\*Financial criteria required)
- ☐ **SBA Family-Owned Small Business\*:** Family owned and operated business which has been passed from one generation to another. Nominees must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record. (\*Financial criteria required)

**Awards to Small Business Champions:** These six awards are presented to individuals who promote small business, volunteer time and services to small business interest groups, advocate the cause of small business through legislation, or use their professional expertise to assist small business owners. Advocates may or may not be small business owners.

- ☐ **Minority Small Business Champion** - Advancing business ownership for minorities and fulfilling a commitment to supporting minority entrepreneurial development may be nominated.
- ☐ **Women in Business Champion** - Increasing business opportunities for women and fulfilling a commitment to the advancement of women's business ownership may be nominated.
- ☐ **Veteran Small Business Champion** - Increasing business opportunities for armed service veterans may be nominated.
- ☐ **Home-based Business Champion** - Individuals who have experienced the rewards and difficulties of home-based businesses and have dedicated volunteer efforts to improve the climate for these businesses may be nominated.
- ☐ **Financial Services Champion** - Assisting small business owners in obtaining financing, either directly or through advocacy efforts to increase the availability of financial services may be nominated.
- ☐ **Small Business Journalist** - Publicizing small business issues or promoting small business programs or success stories. Journalist representing television, radio, electronic, or print media may be nominated.

### NOMINEE INFORMATION

Nominee \_\_\_\_\_ Title \_\_\_\_\_  
Company/Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Nominee's Qualifications for Award # (see below)

### NOMINATOR'S INFORMATION

Nominator Name \_\_\_\_\_ Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

# Please attach a **nomination letter, brief biography, business profile, statement of qualities and performance, news articles and other supporting documentation**, to this form in support of your nominee. Fax to 304-623-0023 or mail by December 3, 2004 to: **Small Business Awards Committee, U.S. Small Business Administration, West Virginia District Office, 320 W. Pike St., Suite 330, Clarksburg, WV 26301.** Feel free to copy this form for additional nominations. For more information, please call Rick Haney at 304-623-5631 ext. 230 or email [Richard.haney@sba.gov](mailto:Richard.haney@sba.gov). **Thanks for your support!**

**\*Financial criteria - P&L and balance sheet - required.**



## **Nomination Guidelines Small Business Week 2005**

### **Introduction**

In recognition of the small business community's contribution to the American economy and society, the President of the United States designates one week each year as National Small Business Week. In May, 2005 the Small Business Administration will honor our nation's outstanding contributors.

### **To Nominate for Small Business Person and Small Business Champion Awards**

Specific instructions are outlined in the attached pages. Any individual or organization dedicated to the support of the small business community in the United States, including but not limited to trade and professional associations and business organizations, may submit nominations.

Please submit nominations to:

U.S. Small Business Administration  
West Virginia District Office  
320 West Pike Street, Suite 330  
Clarksburg, WV 26301  
Attn: Small Business Awards Committee

**Nominations must be postmarked or hand delivered to the West Virginia District Office no later than Friday, December 3, 2004.**

## **GUIDELINES FOR SUBMITTING NOMINATIONS FOR ALL AWARD CATEGORIES**

All nominees must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

The U.S. Small Business Administration's size standards apply in defining a business as small. Please contact the West Virginia District Office at (304) 623-5631 if you have any questions.

**Nominations** must be typewritten on one side of 8-1/2' x 11" white stationery, collated and secured in a 1-1/2' binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with —
  - the nominee's full name, title, business and home addresses with telephone and fax numbers;
  - the award for which the nomination is being made;
  - the nominator's name, title, place of business, business address and telephone number;
  - a one-paragraph description of the nominee's business for Small Business Person of the Year, Small Business Exporter of the Year, and SBA Young Entrepreneur of the Year nominations, or
  - the profession/occupation for all Champion nominations.
2. A completed SBA Form 912 (Statement of Personal History). For team" nominations for Small Business Person of the Year, a Form 912 is required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; photocopies are not acceptable.
4. A nomination letter, not exceeding two pages.
5. A brief biography of the nominee, not exceeding one page.
6. A business profile, not exceeding one page.
7. A concise statement of the qualities and performance that merit the award, not exceeding two pages.
8. A financial statement of the nominee, not exceeding 12 pages, on 8 1/2" x 11" paper (required only for Small Business Person of the Year, Exporter of the Year, Home-based Business of the Year and the SBA Young Entrepreneur of the Year).
9. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support documentation must not exceed 10 pages. Videos will not be considered.
10. A completed Consent for Disclosure of Information (SBA Form 2137).

## **Selection Procedures**

Small Business Persons of the Year will be selected at the state and national levels. Small Business Champions will be selected at the state and regional levels. In those states served by more than one SBA district office, awards will also be presented at the district level. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices. The National Small Business Person of the Year will be selected by the SBA's Administrator based on the recommendations of the agency's Small Business Week panel of judges. The winner will be announced during National Small Business Week.

All nominees for National Small Business Week awards must be residents of and employed in the United States and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. The U.S. Small Business Administration's size standards apply in defining a business as small. Contact the Rick Haney at the West Virginia District Office at 304-623-5631 x 230 or via email at [richard.haney@sba.gov](mailto:richard.haney@sba.gov) if you have questions.

## **Criteria for Nomination**

### **Small Business Person of the Year\***

Any individual who owns and operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four.

#### Concise Statement/Evaluation Criteria:

- Staying power — a substantiated history as an established business.
- Growth in number of employees — A benchmark to judge the impact of the business on the job market.
- Increase in sales and/or unit volume — an indication of continued growth.
- Current and past financial reports (profit-and-loss statements and balance sheets for the last three complete years) — A substantiation of the improved financial position of the business.
- Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee.
- Response to adversity — Examples of problems faced in the nominee's business and the methods used to solve them.
- Contributions by the nominee to aid community-oriented projects — Evidence of the use of his/her personal time and resources.

### **Small Business Exporter\***

An individual who owns and operates a small business engaged in exporting may be nominated.

#### Concise Statement/Evaluation Criteria:

- Increased sales, profits and/or growth of employment because of exporting. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Creative overseas marketing strategies, with a description of the products exported and markets served.
- Effective solutions to export-related problems.
- Demonstrated encouragement of other small businesses to export.
- Volunteer assistance to other small businesses entering the export market.

- Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

### **SBA Young Entrepreneur\***

An individual who serves as a majority owner and operates or bears principal responsibility for operating a small business with a three-year track record, and who will not have reached the age of 30 by June 1, 2005 may be nominated.

#### Concise Statement/Evaluation Criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Increased employment opportunities created by the nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

### **SBA Family-Owned Small Business\***

Family owned and operated business which has been passed on from one generation to another. Nominees must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

#### Concise Statement/Evaluation Criteria:

- Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)
- Increased employment opportunities for family member and non family members for the nominee's business.
- Demonstrated potential necessary for long-term business success and economic growth.
- Voluntary efforts to strengthen family owned businesses with in the community.

### **Home-based Business Champion**

A home-based business owner who has experienced the rewards of home-based business and dedicated volunteer efforts to improving the business climate for home-based firms may be nominated. Nominees may or may not be small business owners.

#### Concise Statement/ Evaluation Criteria:

- Volunteering time and energy to improve the conditions for home-based businesses.
- Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
- Demonstrated interest in home-based businesses as an owner or former owner.
- Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

### **Minority Small Business Champion**

An individual who has fulfilled a commitment to support minority business entrepreneurial activity may be nominated. Nominees may or may not be small business owners.

#### Concise Statement/Evaluation Criteria:

- Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.

- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
- Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

### **Women in Business Champion**

An individual who has fulfilled a commitment to the development of women business ownership may be nominated. Nominees may or may not be small business owners.

#### Concise Statement/Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Volunteer efforts to strengthen the role of women business owners within the community.
- Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
- Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

### **Veteran Small Business Champion**

An individual who has fulfilled a commitment to advancing small business opportunities for U.S. Armed Forces veterans may be nominated. Nominees may or may not be veterans.

#### Concise Statement/Evaluation Criteria:

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of the nominee's actions.
- Advisory activities to improve awareness among veterans' groups of small business opportunities.
- Advocacy of special consideration for veteran-owned small businesses in government policymaking.
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

### **Financial Services Champion**

An individual who has assisted small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services may be nominated.

#### Concise Statement/Evaluation Criteria:

- Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
- Advocacy of changes in the financial services industry to assist small companies.
- Encouragement of the flow of investment capital to small ventures.
- Active support for legislative or regulatory action designed to help small firms.

- Other significant contributions through the financial services or accounting industries to advance small business interests.

### **Small Business Journalist**

A journalist representing radio, television, electronic or the print media who has focused attention on the importance of small business and entrepreneurship to the American public within their particular media may be nominated.

#### Concise Statement/Evaluation Criteria:

- Concerted efforts to increase public understanding of the importance of small business contributions to the economy.
- Contribution of news and feature stories, editorials, columns and commentary that highlight and analyze small business issues.
- Voluntary community service aimed at enhancing small business opportunity and growth.
- Other achievements that exemplify the nominee's media efforts to improve the understanding of the role of small business in the U.S. economy.
- Sample articles or tapes are encouraged.

**\*FINANCIAL CRITERIA REQUIRED** (Profit & Loss Statement and Balance Sheet for last three (3) years)

-----

For SBA Form 912 – Statement of Personal History (required with package), go to the following URL:  
<http://www.sba.gov/sbaforms/sba912.pdf>

For SBA Form 2137 – Consent for Disclosure (also required), go to the following URL:  
<http://www.sba.gov/form-2137.pdf>.

You may also visit SBA's Small Business Week Nominations Guidelines site at  
<http://www.sba.gov/nominationsguideline.html> for copy of the required forms and additional information.



